



**DEPARTMENT of PUBLIC WORKS and TRANSPORTATION**

Douglas M. Duncan  
County Executive

**BLOCK PARTY / NEIGHBORHOOD EVENT APPLICATION**

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

(Please attach a  
map for parades)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Day / Date:** \_\_\_\_\_ **Rain Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

***NOTE: Applicant must conform to the requirements listed on page 2.***

**DO NOT WRITE BELOW THIS LINE**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division of Operations**

**LOG#**

**cc:** **Police:** \_\_\_\_\_ **Sgt.** \_\_\_\_\_ **District** \_\_\_\_\_

**Fire & Rescue:** \_\_\_\_\_ **Station #** \_\_\_\_\_

**TMC:** \_\_\_\_\_ **John Riehl** \_\_\_\_\_

**Division of Operations**  
**[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)**

**101 Orchard Ridge Drive, 2nd Floor, Gaithersburg, Maryland 20878 - 240.777.6000, Fax 240.777.2080**

## Block Party / Neighborhood Event Requirements

- 1) The applicant **must** post signs (see Sign Illustration at the bottom of this page) notifying the public at least one (1) week prior to the day of the event. The signs **must** be posted on the right side of roadway facing traffic at the points of closure or at the beginning of each street along an event route. Sign lettering **must** be legible for motorists to see and comprehend.
- 2) Traffic cones spaced no further than five (5) feet apart **must** be used to close the roadway(s) for block parties and other events where applicable. The County will be **unable** to provide traffic cones for your use; however, private companies that rent traffic cones may be found in the yellow pages under "Rental." Traffic cones shall be a minimum height of 28" tall with two (2) 4" reflectorized bands around cone.
- 3) The applicant **must** provide a written notice three (3) days in advance of the event to residents of all properties abutting the roadway(s) listed on this permit.
- 4) Vehicle and pedestrian access to properties abutting the roadway(s) listed on this permit **must** be permitted where possible; **Emergency Vehicles Shall Be Permitted Passage At All Times.**
- 5) The Authority of the Department of Public Works and Transportation extends **only** to permission to occupy a public right of way. Our issuance of this permit does not relieve the participants of their obligation to obey all applicable State and County laws. You may contact the Police if you desire information relative to any specific law (i.e. excessive noise, public nuisance, etc.).
- 6) County regulations permit the consumption of alcoholic beverages on those portions of closed roadway(s) approved for neighborhood block parties during the times listed on the permit.
- 7) The Emergency Communications Center, 301.279.8000, **must** be notified the day of your event.

### **Sign Illustration and Details**

#### Sign Details:

- Sign size shall be a minimum 30"H x 24"W
- Road closed legend may be omitted if not applicable
- Specify Event (i.e. block party, parade, race, etc.)
- Specify Day - Date (i.e. Sat. May 1)
- Specify Time (i.e. 9AM to 2PM)



**ROAD CLOSED  
EVENT  
DAY - DATE  
TIME  
TO  
TIME**